



OFFICE OF STUDENT FINANCIAL AID AND VETERANS' AFFAIRS

Satisfactory Academic Progress (SAP)

Dear ,

I regret to inform you that you have not met the College's Satisfactory Academic Progress (SAP) Standards and have been placed on Financial Aid Suspension.

As a result, you will not be permitted to receive financial aid. Please review the Satisfactory Academic Progress Policy (attached below).

Should you feel that there were extenuating circumstances that prevented your progress, you may appeal the suspension. You may complete the SAP Appeal, Policy and Review Form: (attached below)

Attach a detailed statement explaining the circumstances that prevented your progress along with ALL supporting and requested documents. The Appeal Form and supporting documents will be reviewed by the Financial Aid Review Committee and you will be notified of the results. The deadline for submitting your appeal and documents is July 31, 2022.

Sincerely,

Office of Student Financial Aid

cc: Student's Parents/Guardian



A student whose eligibility for financial aid has been suspended may submit an appeal if mitigating circumstances prevented the student from achieving Satisfactory Academic Progress (SAP). If a student feels that they violated DTC SAP standards due to mitigating circumstances, the student may submit a Satisfactory Academic Progress Appeal form to Denmark Technical College's Office of Student Financial Aid.

Decisions of the SAP Appeal are FINAL.

Supporting Documentation

All appeals must include supporting documentation.

To confirm your extenuating circumstance(s), you must attach documentation from an objective third party (e.g. physician, counselor, lawyer, social worker, teacher, religious leader, academic advisor, and/or school's Health Center).

Your third-party documentation must:

- Be submitted on official stationery with appropriate signatures or by email from a valid Denmark Tech e-mail account
- Verify that the extenuating circumstances occurred during the timeframe referenced in your appeal
- Verify that the extenuating circumstance(s) will no longer influence your academic performance
- If the document submitted is an obituary notice of an immediate family member, then your relationship to that family member must also be documented.

Mitigating circumstances must be documented, and any appeal submitted without documentation will be **Denied**. In some cases, the student will be instructed on the SAP Appeal form to submit a Satisfactory Academic Progress Degree Audit form.

We realize that sharing personal information may be difficult. Be assured that your statement will remain confidential. Only financial aid personnel and their staff will review your appeal. Appeals without appropriate supporting documentation will not be reviewed.

Deadlines

To ensure timely processing, the SAP Appeal form should be submitted to the Denmark Technical College's Office of Student Financial Aid within 10 days after receiving the suspension letter. SAP appeals and supporting documentation should be received by the Office of Student Financial Aid prior to the start of classes for the Fall, Spring and Summer terms. (be sure to include your name and Colleague ID number on any documentation submitted).

Any appeals received after these dates will be considered for the following semester/ term. It is the responsibility of the student to initiate an appeal before the specified deadline.

Completed SAP forms should be directed to:

Denmark Technical College Office of Financial Aid & Veterans Affairs
Attn: SAP Appeal Review
P.O. Box 327
Denmark, SC 29042-0327
Phone: 803-793-5161

Students will be notified in writing or by email of the results of their appeal. The SAP Appeal Review will be done when all documents have been submitted.

Appeal decisions are based on the information presented on the appeal form and the SAP criteria; therefore, it is important that the appeal contain as much supporting information and documentation as possible. Lack of supporting documentation is grounds for denial of the appeal. Appeal decisions will fall into one of the following categories:

1. Denied - student is not eligible to receive financial aid.
2. Contract - student is approved to receive financial aid for one semester but must meet specified criteria during the term to receive aid for next term.
3. Approved - student's eligibility for aid is reinstated.



Denmark Technical College
FINANCIAL AID AND VETERANS' AFFAIRS
SATISFACTORY ACADEMIC PROGRESS APPEAL

Student Name _____ Colleague ID# _____

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ Email _____

I am appealing Satisfactory Academic Progress (Quantitative and/or Qualitative) I am appealing Maximum Time Frame (close to or exceeded 150%)

Students who are not making satisfactory academic progress (SAP) are ineligible to receive student financial aid. However, if documented, extenuating circumstances (i.e., circumstances beyond the student's control) contributed to the lack of satisfactory academic progress, the student may request reconsideration by filing an appeal. Denmark Technical College SAP Standards may be accessed at www.denmarktech.edu choose "Satisfactory Academic Progress Standards."

To be considered for Summer financial aid, it is recommended that you submit your appeal and supporting documentation no later than one week prior to the start of classes. Please allow time for your appeal to be reviewed by the Office of Student Financial Aid and Veterans Affairs Office. Submitting this appeal form does not automatically guarantee approval.

STEP ONE: Indicate the basis of your appeal by checking one of the following:

Extenuating Circumstances: I have experienced documentable circumstances outside my control (these may include, but are not limited to, personal illness or the illness, death, or other significant event involving a family member) that influenced my ability to meet Denmark Technical College's SAP standards. **The following information MUST be attached to your appeal:**

- A typed statement explaining your extenuating circumstance. Your explanation must include: 1) how the circumstance affected your academic performance during the time period you failed to meet SAP at Denmark Technical College, and 2) what has changed in your situation that will allow you to make satisfactory academic progress at your next SAP evaluation.
- Provide an outline of your academic plan to improve your academic performance
 - Students must submit an *Academic Plan* created by the student and their Academic Advisor.
- Documentation to confirm the information stated in your appeal. For example, a signed letter from a doctor, counselor, social worker, teacher, academic advisor, or from disability services that supports your appeal and the timeframe in which your circumstance occurred. **FAILURE TO PROVIDE APPROPRIATE DOCUMENTATION WILL RESULT IN DENIAL OF YOUR APPEAL.**

Maximum Time-Frame: I have attempted the required credit hours for my program of study and must complete additional courses to receive my degree.

- Provide a typed statement explaining the circumstances that have led you to needing additional courses to receive your degree.
- Provide an outline, signed by your academic advisor, detailing the remaining courses needed to complete your degree and your anticipated date of graduation. **Note: If your appeal is approved, you may not receive financial aid for courses other than those listed in your outline.**
- Documentation to confirm the information stated in your appeal. For example, a signed letter from a doctor, counselor, social worker, teacher, academic advisor, or from disability services that supports your appeal and the timeframe in which your circumstance occurred. **FAILURE TO PROVIDE APPROPRIATE DOCUMENTATION WILL RESULT IN DENIAL OF YOUR APPEAL.**

Meeting Progress: I am now meeting Denmark Technical College's SAP Standards (completed at least 66.67% of my attempted credits and have at least a 2.0 cumulative Denmark Technical College GPA). I would like to request a reevaluation of my academic progress.

STEP TWO: Certification

By signing this form, I certify that I have read Denmark Technical College's SAP Standards and that the information I have provided is accurate and complete. I understand that the submission of this form does not guarantee reinstatement of aid eligibility. I understand if my appeal is approved, I may be expected to fulfill certain academic requirements during the period for which my appeal has been approved in order to retain eligibility for aid. I understand that I am responsible for making payment arrangements for charges I owe the College regardless of the outcome of my appeal.

Student's Signature _____ Date _____

Mail or fax appeal by deadline to:
DTC Financial Aid Office. P.O. Box 327. Denmark, SC 29042